

## Young Audiences of Virginia Roanoke Director-Job Description

---

This is a part-time position for approximately 20 hours per week. The Young Audiences of Virginia Roanoke Director will serve as a liaison between western region of Virginia and the main office of YAV in Norfolk. This position reports directly to the Executive Director.

### **Responsibilities include (not in order of priority) – region specific:**

- I. Educational outreach in Western area of state with school systems and youth organizations -  
Creating relationships with and providing follow up with school systems and individual school sites in order to maximize YAV's potential impact and ensure greater awareness of YAV multi-disciplinary arts-in-education programming to area school superintendents, principals, executive directors, PTA's, PTO's, classroom teachers, etc.
- II. Identify possible funding sources in the greater Western region. Working with the Roanoke Steering Committee, the state Board of Directors and the Executive Director, pursue funding opportunities including grants, corporate and individual donations.
- III. Maintain and increase the number of interested volunteers to continue and strengthen our Roanoke Steering Committee that guides the Roanoke Initiative. Work closely with the steering committee's chairman to fulfill the goal of public awareness and funding for Richmond programming.
- IV. Increase public awareness and disseminate information about YAV. Be aware of local events and arts/education activities as they relate to and may be compatible with YAV mission.
- V. Encourage and identify Western region artists for the YAV roster in coordination with the Artistic Director.
- Vi. Initiate dialogue with other organizations (civic, cultural & arts) to help create mission-driven partnerships.
- VII. Maintain appropriate communications with the Executive Director including:
  - Provide a weekly "to do" list
  - Keep a log of activities to be shared/discussed
  - Attending meetings with main office (primarily by phone)
- VIII. Maintain programming and funding relationships and/or partnerships already implemented by predecessor.
- IX. Providing project direction and implementation support whenever possible. This is as back up to program staff and artists – and is not required on full-time basis. This should be viewed as a "trouble shooting" activity and the role of "facilitator" within a project
- X. Assess area needs for arts-in-education

### **Other Possible Responsibilities May Include (not in order of priority) – statewide in scope:**

- I. Team leader of showcase and in-service initiative statewide.
- II. Grants research. Identifying grant possibilities statewide and communicating procedures and deadlines to appropriate staff.
- III. Member of grants-writing team